



Fallon Middle School Parent Faculty Club Roles and Responsibilities



6.1 President(s). The President shall:

- Be the chief executive officer and general manager of the Corporation and will generally supervise and control all of the business and affairs of the Corporation, subject to the direction of the Board;
- Perform all the duties incident to this office and such other duties as may be required by law, or as the Board or these Bylaws may require;
- Preside at all meetings of the Directors and make regular reports to the membership at large;
- Represent the School at district meetings;
- Communicate with the Principal/Vice Principal to stay regularly apprised of School and district activities;
- Oversee all committees;
- Be fingerprinted, which will be paid for by the Corporation;
- Be responsible for filing and maintaining (with or without independent third party) all corporate documentations and filings, such as but not limited to Statement of Information (Secretary of State), Articles of Incorporation, Corporate ByLaws, Business License documentation and Corporate Tax Filing; and
- See that select Officers and Directors be fingerprinted to have access to the Corporation's funds, which will be paid for by the corporation;
- Be responsible for filing and maintaining (with or without independent third party) all corporate documentations and filings, such as but not limited to Statement of Information (Secretary of State), Articles of Incorporation, Corporate ByLaws, Business License documentation and Corporate Tax Filing; and
- See that select Officers and Directors be fingerprinted to have access to the Corporation's funds, which will be paid for by the corporation.

6.2 Vice President(s): The Vice President shall:

- In the absence or disability of the President, or in the event of the President's refusal to act, perform all of the duties of the President, and when so acting, will have the powers of, and be subject to the restrictions on the President;
- Monitor and report on fundraising participation levels and provide input for yearly fundraising plan to the PFC.
- Oversee all fundraising activities; and
- Assist the President when needed.



6.3 Secretary. The Secretary shall:

- Certify and maintain an original or copy of these Bylaws as amended;
- Keep or cause to be kept a book of minutes of all meetings of the members and Board, recording the time and place of holding, whether regular or special, and if special, how authorized, the notice given, the names of those present, and the proceedings thereof;
- See that all notices are duly given in accordance with the Bylaws and distribute minutes of meetings to the Board one week prior to the next meeting and post the approved minutes online via the fallonpfc.org website;
- Be custodian of the official legal and corporate records of the Corporations including filing the correct corporate documents;
- In the absence of both the President and the Vice-President from a meeting, call the meeting to order and appoint a temporary chairperson; and
- Be responsible for all correspondence at the direction of the President;
- Be a liaison between 3rd Party entities such as but not limited Corporation Attorney, and Agent for Service of Process; and
- Be responsible for Corporate legal affairs and be the designated contact person for Corporate counsel, at the direction of the President(s); and
- Be responsible for all legal and regulatory correspondence at the direction of the President(s).

6.4 Treasurer. The Treasurer shall:

- Have custody, and be responsible for all funds and investments of the Corporation, and deposit all such funds in the name of the Corporation in such banks, trust companies, or other depositories as may be directed by the Board;
- Receive, or assign co-treasurer to receive and safely keep and ensure money handling procedures are followed for money due and payable to the Corporation;
- Disburse or cause to be disbursed the funds of the Corporation as may be directed by the Board, taking proper vouchers for such disbursements;
- Keep and maintain adequate and correct books and records of the Corporation's properties and business transactions, including the Corporation's accounts of its assets, liabilities, receipts, disbursements, gains and losses;
- Present financial status reports at regular meetings of the Board, or as otherwise determined by the Board;
- Have responsibility for preparing and monitoring the budget of the Corporation
- Cause the Corporation to make any required tax or regulatory filings;
- Keep and reconcile the Corporation's checkbooks;
- Present the books on an annual basis or upon change of Treasurer to the auditor chosen by the Board; and
- Be fingerprinted, which will be paid for by the Corporation prior to handling any fund incoming our outgoing;

- Follow the cash handling procedure as documented by the Board;
- Follow the Corporation's Internal Controls and Cash Policies;
- Submit all requested/required financial data to the Finance Audit Committee;
- Assist the President(s) filing and maintaining (with or without independent third party) all Corporation documentations and filings such as but not limited to Statement of Information (Secretary of State), Articles of Incorporation, Business License and documentation of Corporate Tax Filings;
- Prepare or cause to be prepared all statements, forms, or returns as may be required by Federal, State or local taxing authorities.



6.5 Co-Treasurer. The Co-Treasurer shall:

- Work along with the Treasurer Lead and divide responsibilities as their qualifications allow at the discretion of both parties;
- Maintain company matching database;
- Follow-through company matching;

6.6 Director of Volunteers. The Director of Volunteers shall:

- Keep a list of all volunteers and the subcommittee volunteer signup sheets;
- Act as a liaison between the Board and volunteers;
- Contact volunteers and establish new subcommittees at the direction of the board;
- Put together subcommittee signups for the following school year;
- Send out communications to PFC members, as needed.

6.7 Director of Communications & Technology. The Director of Communication & Technology shall:

- Represent the face of the PFC via all electronic measures including, but not limited to the fallonpfc.org website and social media;
- Be responsible for announcing and posting special events, fundraisers, and general PFC announcements through means such as but not limited to newsletters, email campaigns, the PFC website and social media;
- Maintain and update the PFC website with meeting minutes, budget and other PFC correspondence.
- Try to coordinate all communication between the PFC and school to maximize communication to all its Members.

6.8 Director of Enrichment .The Director of Enrichment shall:

- Establish the enrichment program;
- Recruit and manage parent volunteers to lead and run enrichment programs;
- Train and assist parent volunteers to obtain volunteer clearance and facilities use;
- Oversee the enrichment budget; and
- Act as a liaison between school staff and parent volunteers of enrichment programs.

